

**California Historical Records Advisory Board
Meeting Minutes
November 28, 2006**

Location: Teleconference call originated in Sacramento by State Coordinator Zimmelman.

Members Present: Pauline Grenbeaux, Jim Henley, Jim Hofer, Gary Kurutz, Waverly Lowell, Jennifer Martinez, Leslie Masunaga, Laren Metzger, Charles Palm, Nancy Zimmelman

Members Absent: Gary Brutsch, Chuck Wilson

The meeting was called to order by State Coordinator Nancy Zimmelman at 9:36 a.m.

Approval of Minutes

A motion was made by Waverly, seconded by Jim Henley, to approve the minutes for October 26, 2006. The motion carried unanimously.

Board Vacancy

Nancy indicated that she had appointed Christine Figueroa to fill the vacancy created by the resignation of Hynda Rudd and asked for the board's confirmation. Nancy noted that Christine has both a records management and archives background and will bring a non-government perspective to the board. A motion was made by Charles, seconded by Waverly, to confirm the appointment. The motion carried unanimously.

Report from the State Archives

Nancy directed the members to her report that was distributed in the meeting packets. In particular, the board was interested in the information about the California Heritage Preservation Commission's continued existence. Nancy and Laren provided an overview of legislation passed in 2005 and the confusion created as a result. After some discussion, Nancy recommended that the board support clean up legislation that would eliminate the commission, introduce the board as its logical successor, and provide a revenue source to support the work of the board. A motion was made by Charles, seconded by Pauline, to approve this recommendation. The motion passed unanimously.

CHRAB Grants Update

Nancy noted that no funds had been transferred yet to the museum for the support of the board's regrant project. On the positive side, NHPRC has approved the board's request for administrative support for 2007 and has agreed to an extension of the current grant through February 2007.

Review of NHPRC Grant Applications

The board proceeded to review the five grant applications submitted to NHPRC for the October 1, 2006 deadline. Laren provided an overview of the grant evaluation process.

Santa Clara County

Leslie recused herself from a review of this application. There was a question raised about using a physical facility as part of cost-sharing, but in general, this proposal received a favorable consideration. A motion was made by Charles, seconded by Waverly, to support full funding. The motion passed unanimously.

California State University, Los Angeles

It was noted that this proposal should be about enhancing access to the records and not the use of digital technology for long-term preservation. Also, there is a need for a conservator to provide information about proper cleaning of the records. Proper copyright is a concern as is the need for management of the metadata. A motion was made by Waverly, seconded by Jennifer, to reject this proposal, but recommend that the applicant reapply at a future grant cycle. The board will commit to assisting the applicant in this process. The motion passed unanimously.

University of California, Berkeley

There was a general consensus that while the records are important, these collections likely contain substantial copies and, as such, are not a priority for NHPRC money. More information is needed about the collections, such as a condition report. A question was raised whether two years are really needed to carry out the plan of work. It was noted that the university should look for internal resources to fund the proposal since two of the collections were created by former directors of the library. A motion was made by Jim Hofer, seconded by Gary Kurutz, to reject this application. The motion passed unanimously.

Japanese American National Museum

This proposal was well received, although several board members noted that the archivist's salary is too low. The records are important, the plan of work is well crafted, and the budget, despite some minor problems, is okay. A motion was made by Pauline, seconded by Waverly, to support full funding. The motion passed unanimously.

California Department of Parks and Recreation

Pauline recused herself from an evaluation of this application. It was noted that this proposal really presents two different projects: the development of records retention schedules to improve the records management program; and the use of digital technology to control the department's electronic records. It was also noted that it would be useful for the department to separate consideration of its manuscript materials from archival collections. There was a consensus that this kind of proposal should not be supported by NHPRC money and that the plan of work introduced concepts that might undermine the work of the State Archives. Nancy and Laren noted that they want to work with DPR, DGS, and other state agencies to address the important issues raised by the proposal. The board supported this approach. A motion was made by Waverly, seconded by Jennifer, to reject the application. The motion passed unanimously.

Nancy noted that the next meeting of the board is scheduled for February 21-22, 2007 at the Nixon Library. Charles indicated that an initial request for meeting space and a tour of the library had not yet been confirmed.

A motion to adjourn was offered by Waverly and seconded by Jim Hofer. The motion passed unanimously. The meeting was adjourned at 11:02 a.m.